



**CITY OF COTTONWOOD  
PLANNING & ZONING COMMISSION  
COUNCIL CHAMBERS**

826 N. Main St.  
Cottonwood, AZ 86326

**REGULAR MEETING MINUTES**

Monday, January 24, 2022  
6:00 p.m.

**I. CALL TO ORDER**

Chairman Williams called the meeting to order at 6:00 PM.

**A. Roll Call**

**Commission Members Present**

Commissioner Garrison  
Commissioner Klinge – via phone  
Commissioner Shreve  
Vice Chairwoman Masten  
Chairman Williams

**Commission Members Absent**

**Staff Members Present**

Scott Ellis, Community Development Director  
Jim Padgett, Community Development Planner  
Kelly Jobe, Community Development Administrative Assistant, Recorder

**B. Approval of Minutes:** December 6, 2021 Special Meeting

***Motion: To approve minutes of the December 6, 2021 Special Meeting.***

***Made by: Chairman Williams***

***Second: Vice Chairwoman Masten***

***Vote: Unanimously carried***

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## II. INFORMATIONAL REPORTS AND UPDATES:

Director Ellis stated the Springhill Suites on 89A & 6<sup>th</sup> Street are nearing their final inspections and should be open in about a month.

He stated there are two open seats on this Commission he would like to see filled as soon as possible. There is a joint meeting scheduled for Planning & Zoning Commission and City Council on Tuesday, March 8<sup>th</sup>, Location to be determined soon.

## III. CALL TO THE PUBLIC: NONE

## IV. OLD BUSINESS: NONE

## V. NEW BUSINESS:

### 1. DR 21-013 - A REQUEST FOR DESIGN REVIEW FOR A WAREHOUSE/SHOP

Consideration of a Design Review application to allow a 12,600 square foot warehouse/shop building in the I-2 (Heavy Industrial) zone. The project is located at 780 Airpark Way. APN 406-08-033.

Planner Padgett shared a power point for the project.

Vice Chairwoman Masten asked if the retail use would be limited on this project.

Mr. Backus stated any use would fall within the guidelines of the zoning codes.

Commissioner Shreve asked where the existing shed will be going.

Mr. Backus showed on the plot map where the shed would be relocated. Mr. Backus also requested a revision to Stipulation number 4. He stated the developer changed the zoning to build an apartment complex and the 6' block wall that is being included at this time for his project should be completed and paid for by the developer.

The Commission agreed to the revision of stipulation number 4.

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***Motion was made to approve DR 21-013 subject to the following stipulations:***

I move to approve DR 21-013 to allow the construction of a warehouse/shop building at 780 Airpark Way subject to the following stipulations:

**STIPULATIONS:**

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the January 24, 2022 meeting.
2. The project shall conform to Code Review Board comments dated December 2, 2021.
3. The project shall comply with all Building, Engineering, Fire Department, Airport and FAA requirements.
4. Coordinate with the developer of the apartment complex under construction to the north for completion of a 6' screen adjacent to common property boundary where there is not a block wall constructed by the developer of the apartment complex and around any fenced storage areas. The screen shall be constructed prior to certificate of occupancy for the subject site.
5. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued within 24 months of the Planning Commission action.

***Made by: Vice Chairwoman Masten***

***Second: Commissioner Garrison***

***Roll Call Vote:***

*Commissioner Garrison- Aye*

*Commissioner Klinge- Aye*

*Commissioner Shreve- Aye*

*Vice Chairwoman Masten- Aye*

*Chairman Williams- Aye*

***Unanimously carried.***

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- 2. DR 21-014 - A REQUEST FOR DESIGN REVIEW FOR WAREHOUSE/SHOWROOM**– Consideration of a Design Review application to allow a new 3,750 square foot open storage building that includes a 2,500 square foot showroom and a 4,000 square foot storage area in the I-2 (Heavy Industrial) zone within the Cottonwood Business Park. The project is located at 644 and 648 South Willard Street. APN: 406-08-101 and 406-08-102

Planner Padgett shared a power point presentation.

Tom Lefever – the applicant and owner of the property stated he will be combining all properties into one parcel and the papers were signed with Yavapai County today.

Commissioner Garrison stated he is glad to see the showroom come in as there hasn't been one in this area.

Tom Lefever requested to have stipulation number 3 to include chip seal as the other properties that will be combined with this have been chip sealed.

***Motion was made to approve DR 21-014 DR 21-014 Lefever Land Development***

I move to approve DR 21-014 to allow the construction of a warehouse and storage building at 644 and 648 South Willard Street subject to the following stipulations:

**STIPULATIONS:**

1. The project shall be developed in conformance with the development plans as submitted to the Planning and Zoning Commission at the January 24, 2022 meeting.
2. The project shall conform to Code Review Board comments dated December 2, 2021.

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3. The area shown on the plans as a storage yard is to be paved in accordance with Section 406 of the City's Zoning Ordinance or chip sealed.
4. A Lot combination of the two parcels with the existing developed parcel to the south shall be approved by the Community Development Department prior to issuance of building permits.
5. Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.
6. The project shall comply with all Building, Engineering, Fire Department, Airport and FAA requirements.

**Made by:** Vice Chairwoman Masten

**Second:** Commissioner Shreve

**Roll Call Vote:**

Commissioner Garrison- Aye

Commission Kluge - Aye

Commissioner Shreve - Aye

Vice Chairwoman Masten- Aye

Chairman Williams- Aye

*Unanimously carried.*

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- 3. ZO 22-001 - AMENDMENT TO THE CITY OF COTTONWOOD ZONING ORDINANCE SECTIONS 201 DEFINITIONS, 404 GENERAL PROVISIONS, 407 LANDSCAPING STANDARDS, 414 R-2 ZONE (SINGLE FAMILY/MULTIPLE FAMILY RESIDENTIAL), 415 R-3 ZONE (MULTIPLE FAMILY RESIDENTIAL), 416 R-4 ZONE (SINGLE FAMILY/MULTIPLE FAMILY, MANUFACTURED HOME), 419 C-2 ZONE (HEAVY COMMERCIAL), 420 CR ZONE (COMMERCIAL RESIDENTIAL), 421 I-1 ZONE (LIGHT INDUSTRIAL), 422 I-2 ZONE (HEAVY INDUSTRIAL), and 424 PAD ZONE (PLANNED AREA DEVELOPMENT).** Consideration of a Zoning Ordinance text amendment to Sections 201, 404, 407, 414, 415, 416, 419, 420, 421, 422, and 424 regarding multi-family densities and development standards; open space requirements; street access requirements; setback and landscaping requirements; maximum building heights; maximum aggregate accessory building size; and manufactured home and recreational vehicle parks as permitted and conditional uses.

Commissioner Shreve stated he will be recusing himself from this item as one of the conditions affects his property.

Director Ellis did a brief overview of the sections. He explained the positive aspects of updating these sections to adapt to the growing community and to utilize the already established properties.

The Commission stated they were glad to see their comments and suggestions included in these amendments and thanked city staff for their work on getting these completed

Public Comment: Phil Terbell – stated these amendments were a much-needed change for the City. He also recommended the city take a look at all driveway widths, he stated they were designed for many years ago and not for today's traffic.

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***Motion was made to recommend approval to the City Council the Proposed Amendments***

**I move to recommend approval to the City Council the proposed amendments to Sections 201, 404, 407, 414, 415, 416, 419, 420, 421, 422, and 424 regarding multi-family densities and development standards; open space requirements; street access requirements; setback and landscaping requirements; maximum building heights; maximum aggregate accessory building size; and manufactured home and recreational vehicle parks as permitted and conditional uses.**

***Made by: Vice Chairman Masten***

***Second: Chairman Williams***

***Roll Call Vote:***

***Commissioner Garrison- Aye***

***Commission Klinge - Aye***

***Commissioner Shreve - Aye***

***Vice Chairwoman Masten- Aye***

***Chairman Williams- Aye***

***Unanimously carried.***

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**4. COTTONWOOD GENERAL PLAN 2025 ANNUAL REPORT** – Review and recommendations for annual report to City Council on the status of the Cottonwood General Plan and discussion on the next General Plan update.

Director Ellis stated this is the annual report for the General Plan. He stated this will be fine tuned with the next General Plan Update and should be fine tuned by the end of this year, staff will be holding public meetings and outreach to collect data, and will be brought back to this Commission several times prior to it being recommended to City Council to approve and make a resolution before it goes to the voters in 2024. He stated it is a State requirement that and update be completed every year as well as the General Plan being updated every 10 years.

**If the Commission desires to recommend approval of this item, the suggested motion is:**

I move to recommend the proposed updates for the annual report on General Plan 2025 be forwarded to the City Council.

**Made by:** Vice Chairwoman Masten

**Second:** Chairman Williams

**Roll Call Vote:**

Commissioner Garrison- Aye

Commission Klinge - Aye

Commissioner Shreve - Aye

Vice Chairwoman Masten- Aye

Chairman Williams- Aye

*Unanimously carried.*

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**Public Comment-** Phil Terbell stated he has been attending Yavapai County Planning & Zoning and Board of Supervisors meetings and they have been dealing with some issues and some of the Supervisors have started to question their Chief officer about trying to do a pro-active rezone for property on issues they keep experiencing over and over again. He suggested the City's General Plan needs to be really looked at as they are running out of R-2 land. He stated he read in the paper there hasn't been a new apartment complex in the City of Cottonwood in the last fifteen years and now there are about 400 apartments in the pipeline to be built and very little R-2 zoned land left. Affordable housing is becoming more difficult to find and as future development occurs, it may become a real problem. He stated when he first came to Cottonwood, there were a ton of storage facilities, had the opportunity to get involved in building more and decided not to. Today there are ten times the amount of facilities and still none are available, and there is hardly any land left to build more. He hopes the City includes addressing these issues on the General Plan they have started working on and really focus on what is needed and the best way to develop this area.

## VI. DISCUSSION ITEMS:

Chairman Williams stated he is retiring, and this will be his last meeting.

Chairman Williams opened nominations for Chairperson of the Commission.

Commissioner Shreve nominated Vice Chairwoman Masten.  
Chairman Williams second the nomination.

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**Roll Call Vote:**

Commissioner Garrison- Aye

Commission Klinge - Aye

Commissioner Shreve - Aye

Vice Chairwoman Masten – abstained

Chairman Williams- Aye

*Unanimously carried.*

Chairman Williams opened nominations for Vice Chairman.

Vice Chairman Masten nominated Commissioner Garrison.

Chairman Williams second the nomination.

**Roll Call Vote:**

Commissioner Garrison- abstained

Commission Klinge - Aye

Commissioner Shreve - Aye

Vice Chairwoman Masten – Aye

Chairman Williams- Aye

*Unanimously carried.*

**VII. SUGGESTED TOPICS FOR FUTURE MEETINGS: NONE****VIII. ADJOURNMENT: 7:14 PM**

Notice is hereby given that pursuant to A.R.S. subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. have been waived.

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